

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 3: Job Descriptions

Subject: Division Chief of Training & Safety

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Section: 1-3-6

Effective Date: 01-01-90

Reviewed/Revised Date: 10-18-22

6.01 Purpose. Define duties of the Division Chief Training/Safety Officer.

6.02 Goal. To describe the staff position of Division Chief of Training & Safety.

6.03 Radio designation shall be Chief 5.

6.04 The following duties and responsibilities are to be carried out under the administration of the Fire Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.

- A) The Division Chief Training/Safety Officer shall be sure that ample opportunity for training exists within the Fire Department. If deficiencies arise, they shall be reported to the Chief.
- B) The Division Chief Training/Safety Officer shall oversee the Station Training/Safety Officer and training at each station.
- C) The Division Chief Training/Safety Officer shall recommend, to the Chief, personnel for the position of Station Training/Safety Officer.
- D) The Division Chief Training/Safety Officer shall work with area departments and Technical College to establish training programs of mutual benefit.
- E) The Division Chief Training/Safety Officer shall attempt to get as many training programs brought to this area as possible so that our personnel do not have to travel elsewhere.
- F) The Division Chief Training/Safety Officer shall make provisions for special training programs such as: house burns, smoke and rescue drills, water rescue, and extrication whenever possible.
- G) The Division Chief Training/Safety Officer shall recommend to the Chief the program and budget needs for the coming year so they may be considered with the total departmental budget.

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- H) The Division Chief Training/Safety Officer shall make necessary recommendations to the Chief to insure the Fire Department complies with NFPA 1500 and SPS 330 Standards.
- I) The Division Chief Training/Safety Officer shall oversee the safety of all firefighters at emergency calls and training exercises.
- J) The Division Chief Training/Safety Officer shall correct any fireground or training action that he/she feels is an unsafe act immediately.
- K) The Division Chief Training/Safety Officer shall chair the meetings of the Health & Safety Committee and report to the Chief.
- L) The Division Chief Training/Safety Officer shall oversee the preparation of the annual schedule of training topics for Station Trainings and Main Meeting Trainings.
- M) The Division Chief Training/Safety Officer shall prepare appropriate refresher training concerning hazardous materials during the course of the year as dictated by the needs of the department.
- N) The Division Chief Training/Safety Officer shall oversee operation and maintenance of the department gas scopes.
- O) Shall oversee the maintenance and budgets of the self-contained breathing apparatus (SCBA) and compressor maintenance..
- P) Shall assist Chief 2 with the Student Firefighter Program

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- S) The Division Chief Training/Safety Officer shall annually submit the required reports to OSHA and the State of WI Department of Commerce.
- T) The Division Chief Training/Safety Officer shall oversee the department's respiratory protection policy and fit testing program.
- U) The Division Chief Training/Safety Officer shall oversee the maintenance and upkeep of the departments SOG's/SOP's.